

Appendix B

Commonwealth of Virginia  
Database Index Reporting Form

1. Public Body Name & Numeric Code: *Library of Virginia (202)*

4. Point of Contact: *Lyn Hart*

2. Database Title: *Archival Records Finding Aid Database*

5. Phone Number: *804-692-3743*

3. Database Acronym: *ARFAD*

6. Signature & Date: *for C. Puster H*

7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)

*(See Attached)*

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. Date of Last Update:

9. Frequency of Update: ☐ Daily, ☐ Weekly, ☐ Monthly, Other:

10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)

a. Format

b. Cost

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

**From:** Charles Huff (CHUFF)  
**To:** x:\apps\office30\grp\everyone.grp  
**Date:** Friday, July 11, 1997 9:32 am  
**Subject:** Databases

Last year the Virginia Freedom of Information Act was amended to include a new requirement: the indexing (abstracting) of certain State databases and reporting that information to the Library of Virginia. This law became effective July 1st and the requested information is due to the Library by Friday, July 18th. Mary Clark and I have been providing guidance on this new requirement to all other State agencies and now it is time to solicit for this information within our own agency.

I ask that you provide information (outlined below) for each of the databases for which you are responsible and send it to either Mary Clark or myself (via E-mail is fine). Mary or myself will put onto the proper form. If you have any questions please contact Mary, as I will be out of the office most of next week.

**INFORMATION REQUESTED:**

1. Public Body Name & Numeric Code: (Library of Virginia - #202)
2. Database Title: Archival Records Finding Aid Database
3. Database Acronym: ARFAD
4. Point of Contact: Lyn Hart
5. Phone Number: 692-3743
6. Date Submitted: 7/15/97
7. Database Description & Contents: This move related finding aid is now maintained in three separate databases using Claris Filemaker Pro software. Its current function is to provide: 1) stack locations for state, local, private papers in the archival collection 2) holdings information on materials - location in this building or by process of elimination in the old facility 3) some information on the name/content of holdings - limited subject searching. Database is not strictly available to the public, but is meant as a tool for staff to assist public. It is password protected with different levels of staff access.
8. Date of Last Update: July 15, 1997
9. Frequency of Update: daily
10. Formats available and Schedule of Fees: Available online only and no fees charged. Copies can be made from connected terminals.

Thank you for your assistance,

Preston Huff (3607)